



## Washington Department of Fish and Wildlife COVID-19 Standard Operating Procedures for In-person Hunter Education Classes

**Updated on May 4, 2022**

The following Standard Operating Procedures (SOPs) reflect the latest requirements from the Governor's Office for state employees and volunteers.

The purpose of the SOPs and associated prerequisites is to help prevent the spread of COVID-19 by providing guidelines for WDFW Hunter Education classes. The SOPs apply to anyone in attendance including WDFW volunteers, employees, students, and their guardians or family members. Anyone who is unable or unwilling to comply with the COVID-19 SOPs may not participate in Hunter Education training.

*After reviewing this document, please complete the two forms at the end of the document and send to the listed email addresses. Individual forms are also on the [instructor webpage](#). Forms only need to be completed once; completions under the previous SOP version qualify.*

Personal Protection Equipment (PPE)	Cleaning PPE/Supplies
<ul style="list-style-type: none"><li>• Appropriate Face Covering/Mask (disposable or reusable, worn covering the nose and mouth)</li></ul>	<ul style="list-style-type: none"><li>• Hand Sanitizer or Soap/Water</li><li>• Disinfectant (Spray or Wipes)</li><li>• Paper Towels or Cleaning Cloths</li><li>• Disposable Nitrile/Latex Gloves (optional)</li></ul>

### **Prepare to teach in-person hunter education classes**

- Review the hunter education SOP and the general SOPs below.
- If you have not previously done so, complete the **WDFW Hunter Education Instructor Checklist & Signature Page** (below) and email it to both addresses listed. Contact your field coordinator if you need assistance.
- If you have not previously done so, complete the **WDFW COVID-19 Vaccination, Verification, and Safety Precautions Acknowledgement** (below) and email it to both addresses listed. Contact your field coordinator if you need assistance.
  - Fully vaccinated instructors have the option to verify their vaccination status. This is completely optional.
  - Vaccination verification will be done by visually showing proof of vaccination to your field coordinator via a "live" format such as a video chat (e.g., iPhone FaceTime) or in-person.
  - Do not email or otherwise submit scans, photocopies, photographs, or hard copies of your documentation.
- Direct any SOP related questions to your field coordinator.
- Direct any COVID-19 safety-related questions to the WDFW Safety Office at [COVID19@dfw.wa.gov](mailto:COVID19@dfw.wa.gov).

### **Prior to the start of each Hunter Education class (each day of a Traditional class or Field Skills Evaluation)**

- Complete a [self-health attestation](#) prior to leaving for class or as soon as possible after arriving. A link to the attestation is also located on the [instructor webpage](#). This is not optional and is required for every class.
  - The attestation needs to be done the day of your class; please choose the correct date.
  - Choose your appropriate field coordinator as the "supervisor" from the drop-down list.
  - The attestation can be accessed on computers or mobile devices ([here](#)) and on the [instructor webpage](#).
- Contact John Wisner to obtain initial and resupplies of COVID-19 related Personal Protective Equipment (PPE) and cleaning supplies. Items can be purchased with teaching team funds if feasible and needed.

- Notify students of venue COVID-19 protocols prior to class using the Kalkomey notification system and/or via direct student emails. WDFW will provide standard language to include in the class special instructions on the [instructor webpage](#).
- Self-health attestations are not required for the public, and students can be checked into class as normal.
- Clean and disinfect all high touch surfaces in rooms (tables, desks, doorknobs, faucet handles, etc.) before and after each class. More information is provided under general SOPs below.
- Post a COVID-19 sign for the public outside the venue entrance. WDFW will provide appropriate signs with PPE shipments and on the [instructor webpage](#).
- Provide indoor and/or outdoor hand sanitizing stations using the provided sanitizer (1 large bottle w/ pump, 2 small bottles).

### ***In-Class SOPs***

- Class capacity is not restricted. Instructors are free to offer class sizes they are comfortable holding.
- Masking and 6' Physical Distancing:

	<b>Indoor</b>	<b>Outdoor</b>
<b>Instructors</b>	<ul style="list-style-type: none"> <li>• Masks are required for all volunteers in contact with the public or customers.</li> <li>• Protective barrier such as a Plexiglas shield does not change masking requirement.</li> <li>• 6' physical distancing encouraged between instructors and the public when possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Masking is not required.</li> <li>• 6' distancing is not required.</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>• Masking is not required.</li> <li>• 6' physical distancing encouraged between instructors and the public when possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Masking is not required.</li> <li>• 6' distancing is not required.</li> </ul>

- Instructors may not ask other instructors or the public about their vaccination status.
- Instructors and the public should frequently wash hands with soap and water or use hand sanitizer.
- Instructors should use hand sanitizer or wash hands before handling equipment used by students, or wear gloves.
- Ensure firearms and other shared equipment are disinfected prior to class and after class. Shared equipment may be disinfected between students if desired. Students can use hand sanitizer before and after using shared equipment or may wear gloves if feasible.
- When practical, classroom doors and windows should be opened or air circulation provided in other ways, taking into consideration weather and outside noise or other student distractions.
- Do not provide open food or host potlucks. Instructors can provide individually packaged food/snacks/beverages. The public can be encouraged to bring their own snacks.

### ***Instructor Team meetings***

- Masks need to be worn during in-person instructor team meetings except in the following scenarios:
  - Meeting is held outdoors
  - All instructors attending an indoor meeting have completed the WDFW vaccination verification process as noted in the ***Prepare to teach in-person hunter education classes*** portion of this SOP (above).

### ***Reporting COVID-19 Symptoms***

- If an instructor, student, or parent/guardian reports COVID-19 symptoms or exposure during class, they must report to the chief instructor or other instructor and return home. Instructors should not shut down the class.
- If an instructor, student, or parent/guardian develops symptoms or becomes sick up to 48 hours after a class, they should notify the chief instructor, other instructor, or Hunter Education Division staff.

- The chief instructor or other instructor must report to their field coordinator or other Hunter Education Division staff if any instructor, student, or parent/guardian reports COVID-19 symptoms during or within 48 hours after class.
- Field coordinators or other division staff contacted by an instructor as above will email [covid19@dfw.wa.gov](mailto:covid19@dfw.wa.gov) and copy the division manager. The WDFW Safety Office will conduct a safety consultation with the staff member who was contacted by the instructor.

### **Resources and Information**

- [WDFW Hunter Education Instructor website](#) (password HEI)
- [Healthy Washington – Roadmap to Recovery](#)

## **General Applicable Agency SOPs**

The SOP summaries below are in addition to the above SOP that is more specific to hunter education and are intended to provide guidance and protocols for volunteer instructors while representing WDFW in the context of teaching hunter education classes. The goal is to enable in-person hunter education classes to continue by helping prevent the spread of COVID-19 and other infectious diseases. .

### **Use of Cloth Face Masks**

- A summary of the SOP is provided below. View the entire SOP on the [instructor webpage](#).
- Masks are required to be worn as described above in the Hunter Education SOP.
- Masks should not be shared with others, touched with hands while using, or removed and set on a surface.
- Be careful not to touch your eyes, nose, and mouth, and wash your hands with soap and water for 20 seconds or use hand sanitizer immediately after removing.

### **Cleaning Workplace Surface Areas and Office Equipment**

- A summary of the SOP is provided below. View the entire SOP on the [instructor webpage](#).

#### Procedures

- **IMPORTANT:** The disinfectant provided by WDFW is highly concentrated and **MUST BE DILUTED** (see below).
- Clean objects/surfaces instructors, students, and parents/guardians use and/or touch before and after each class.
- Use disinfectants in a well-ventilated space. As much as possible, disinfect surfaces when other instructors and the public is not present. Thoroughly air out the area before occupants return.
- Use the agency supplied cleaning agents and follow manufacturer guidelines.
- Wear a mask, eye protection, and gloves as per directions (directions for **sani-10%** are also on the [instructor webpage](#)).
- Mix appropriate concentration in a spray bottle. Concentration for **sani-10%** is 0.25 oz per gallon of water for non-food contact surface sanitization, or approximately 1/5 teaspoon per 16 oz spray bottle.
- Spray the disinfectant on hard surfaces, rub with paper towel or cloth if directed, allow for a wet contact time as per directions (30 seconds for sani-10%). Allow to air dry or wipe with cloth.
- To minimize risk to your eyes and mouth, remove gloves, then eye protection, then mask.
- Wash hands with soap and water for a minimum of 20 seconds or use hand sanitizer.

Possible surfaces to be cleaned include:

- Room entrance door handles, push bars, automatic door buttons, and other high-touch surfaces (both sides of door)
- Light switches
- Desks, tables
- Chair hard surfaces (e.g., arms, backs)
- Computer, keyboard, mouse, shared phones (using wipes or 70% isopropyl alcohol on a cloth)
- Shared pens and other office hand tools
- Bathroom and drinking fountain common touch surfaces such as handles.
- Kitchen or break room common touch surfaces as listed above, appliances, vending machines, etc.
- Step or stairway handrails

## WDFW Hunter Education Instructor Checklist & Signature Page

*(signature page)*

*This only needs to be signed & submitted once; completions under the previous SOP version qualify.*

I understand that I am required to follow all WDFW COVID-19 related policies and procedures while volunteering for the department.

I understand and agree that I am required to:

- complete the COVID-19 Health Self-Screen Attestation process each day before volunteering
- refrain from volunteering if I answer “yes” to any of the questions listed on the *COVID-19 Health Self-Screen Attestation*
- report any COVID-19 related symptoms or exposure to my WDFW hunter education field coordinator (i.e., volunteer supervisor) as soon as possible to avoid potential spread.

I understand that the WDFW Safety Office staff may contact me if I am potentially exposed to COVID-19 while volunteering.

I have read, understand, and agree to follow all COVID-19 related standard operating procedures included above & listed below:

- ☒ In-person Hunter Education Classes
- ☒ Use of Cloth Face Masks
- ☒ Travel Guide
- ☒ Vehicle / Vessel Occupancy Guide
- ☒ Cleaning Workplace Surface Areas and Office Equipment

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Print or type name

signature (typed/electronic ok)

month/day/year

Send completed copies of this signature page to the  
volunteer program manager and the Hunter Education Division at:

[volunteer@dfw.wa.gov](mailto:volunteer@dfw.wa.gov)

[jan.ulijohn@dfw.wa.gov](mailto:jan.ulijohn@dfw.wa.gov)

(electronic copies preferred)

## WDFW COVID-19 Vaccination, Verification and Safety Precautions Acknowledgement

*(signature page)*

*This only needs to be signed & submitted once; completions under the previous SOP version qualify.*

- I will comply with the required COVID-19 safety precautions appropriate to my work environment.
- I will contact my volunteer supervisor/field coordinator if I have any questions or concerns regarding COVID-19 safety precautions or vaccination verification procedures.
- The decision to verify my vaccination status is a personal choice. If I want to verify my vaccination status, I will contact my volunteer supervisor/field coordinator.
- I will contact my volunteer supervisor/field coordinator or their supervisor or sponsor, if I have concerns about the vaccination status of a Washington State employee, volunteer, intern, or anyone else delivering services in the interest of Washington State Government.
- I will not directly ask, or cause anyone else who is not the supervisor or sponsor to ask, the vaccination status of another Washington State employee, volunteer, intern, or anyone else delivering services in the interest of Washington State Government.
- All employees and volunteers have the right to wear a mask or other protective equipment, regardless of their vaccination status.

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Print or type name

signature of volunteer –or- parent/guardian for volunteers under age 18  
(typed/electronic ok)

month/day/year

Send completed copies of this signature page to the  
volunteer program manager and the Hunter Education Division at:

[volunteer@dfw.wa.gov](mailto:volunteer@dfw.wa.gov)

[jan.ulijohn@dfw.wa.gov](mailto:jan.ulijohn@dfw.wa.gov)

(electronic copies preferred)